

PARKS & FACILITIES DEVELOPMENT SPECIALIST

GRADE: 18

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Parks and Facilities Development Specialist performs difficult technical and responsible administrative work in developing and inspecting municipal construction projects. The incumbent participates in development and ensures compliance with appropriate ordinances, and regulations, and approved specifications and time schedules involved in the construction of or the renovation to municipal buildings, building systems, parks and environmental areas, park equipment, ballfields, asphalt/concrete areas, park bridges and other projects with meaningful impact. There are light physical demands and the working conditions are somewhat disagreeable due to exposure to the elements and dealing with the public and contractors. The incumbent works under the direction of the Parks and Facilities Development Manager.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Verifies compliance with approved plans and specifications, and time schedules, including construction of or renovation to municipal buildings; building systems (roofing, HVAC, electrical, mechanical, fire alarm, etc) parks and environmental

areas, park equipment, ballfields, asphalt/concrete areas (hard-surface courts, pathways, parking lots, etc.), park bridges, and other miscellaneous projects.

- Assists in the development phase of projects, meeting with architects, developers and key personnel to avoid potential problems and ensure practicality, and positive aesthetics as well as code compliance.
- Aids in coordination of plan reviews with other agencies, and in obtaining permit approvals.
- Performs plans review work to verify compliance with project objectives, specifications, and with applicable codes.
- Makes field inspections independently as well as with other inspector and the supervisor to ensure quality control standards for construction methods, building materials, job-site safety, and environmental protection.
- Explains and interprets plans and specification and provides instructions and directives to contractors as necessary and appropriate.
- Confers with and advises contractors, owners, architects and the general public regarding project specifications, code requirements and solutions to problems.
- Ensures that construction contractors and sub-contractors obtain all necessary approvals and permits prior to commencing work.
- Completes daily and weekly reports for each job inspected, compiles records of materials, and monitors contract accounts for payments to contractors; makes final inspections.
- Monitors collection of material field samples and soil borings, and the standardized tests thereon.
- Investigates and resolves complaints by property owners related to parks and facilities development projects.
- Aids in the identification and assessment of future projects, and develops cost estimates.
- Appears in court if necessary and produces documents and testimony to have legal action taken against contractors in an attempt to gain compliance, resolve disputes, etc.
- Participates with other Recreation and Parks staff during Hometown Holidays and other special events as necessary.
- Performs related work and special projects as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience equivalent to graduation from high school and at least five years experience in recreation and parks development projects, construction inspections, construction trades or related fields and some plans review experience. Possession of an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Thorough knowledge of quality construction methods and practices for all types of projects.
- Considerable knowledge of the methods, materials, and techniques involved in all types of building construction, alteration, and repair.
- Considerable knowledge of BOCA National Building, Plumbing, Mechanical, and Energy Codes, CABO and the National Electrical Code.
- Skill in effective and concise oral and written communication.
- Ability to interpret the above mentioned codes and ordinances in relation to field conditions.
- Ability to read and interpret all types of blueprints, working diagrams, and specifications quickly and accurately, and to compare specifications with construction in progress.
- Ability to deal firmly but fairly and tactfully and to remain calm while dealing with builders, contractors, and the general public.
- Ability to establish and maintain effective working relations.
- Ability to convey accurate explanations and purposes of various codes, ordinances and regulations.